

Position Requirements Document Cover Sheet**Position Number: 13810**

Classification: Interdisciplinary, NH-****-IV **Opt (1):** Supervisory Computer Engineer, 0854; CL: 425B
Local Title: Chief Systems Engineer **Opt (2):** Supervisory Electronics Engineer, 0855; CL: 425C
Employing Office Location: Orlando, Florida **Opt (3):** Supervisory Computer Scientist, 1550; CL: 425D
Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)
1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
2nd Div: Project Support Group
3rd Div: Engineering Directorate
4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Traci A. Jones

Title: Project Support Executive

Signature: _____ **//S//** **Date:** 24 May 05

Higher Supervisor or Manager:

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake

Title: Deputy Program Executive Officer

Signature: _____ **//S//** **Date:** 24 May 05

FLSA:	Exempt	BUS Code: 8888	CL: See above
Drug Test:	No	Emergency Ess:	
Key Position:		OPM Functions Code: 13	
Sensitivity:	NCS	Status:	Competitive
Reason for Submission:	New position	Subject to IA:	Yes
Previous PD Number:		Mobilization:	
Envir. Diff:		Career Prg ID: 16	
Acq Posn Category:	S	CAPL Number:	
Acq Career Level:	3	Acq Posn Type: 2	
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure: [] Public Financial		[X] Confidential Financial	
[X] Supervisor	[] Manager	[] Neither	
Citation 1: USOPM PCS for Computer Engineering Series, GS-0854 TS-83 January 1988			
Citation 2: USOPM PCS for Electronics Engineering Series, GS-0855TS-3 February 1971			
Citation 3: USOPM PCS for Computer Science Series, GS-1550 TS-83 January 1988			
Citation 4: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99			

Acquisition Workforce Demo Project Position Requirements Document

I. Organization information:

Position is located in the Systems Engineering Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Interdisciplinary, NH-****-IV

Opt: Supervisory Computer Engineer - 0854

Opt: Supervisory Electronics Engineer - 0855

Opt: Supervisory Computer Scientist - 1550

III. Duties:

Incumbent serves as Chief Systems Engineer for PEO Simulation, Training and Instrumentation (PEO STRI) and serves as the Senior Advisor to the PEO on all Engineering matters.

Incumbent is accountable for leadership and management of the Systems Engineering Program within PEO STRI which includes establishing and instantiating processes, recruitment of qualified engineers, professional development of the engineering workforce, forecasting future engineering requirements, and providing engineering resources to the Core Business Units. Incumbent is further accountable for technical leadership and management of the Interoperability/Integration Enterprise Architecture Steering Committee (EASC) and the joint Technical Interoperability Plan (jTIP). Management is effected through principal deputies, chief engineers, and project level engineers and scientists, primarily at the NH-III level. Represents the PEO at DA, OSD, and other military and civilian echelons, at national and international conferences and symposia of PEO STRI interest. Interfaces with the RDECOM Smith Simulation Training and Technology Center to ensure that technologies are appropriately transferred to the PEO. Provides technology updates to the PEO, PMs and executive staff. Chairs or participates on external policy review committees. Interacts with other PEOs to address the impacts of OSD and DA high level policies.

Personnel Management and Equal Employment Opportunity.

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the PEO's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contributions and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Performs other duties as assigned.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

V. FACTORS:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets Project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems

that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and

allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Incumbent must be able to obtain and maintain a Secret security clearance.

Will be required to travel within the U.S./overseas by commercial aircraft.

STAFFING KNOWLEDGES, SKILLS AND ABILITIES (KSAS)

Managerial/supervisory ability sufficient to direct the work of an organization

Knowledge of one or more of the following engineering and scientific fields:

- Electronic Engineering
- Computer Engineering
- Computer Science

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Knowledge and experience in the DOD weapon systems acquisition and life cycle support, to include knowledge of and application of system acquisition policies, regulations, and procedures.

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements